



connecting point  
community services central

## Communications Assistant

**Location:** Grass Valley, CA

**Hours:** 20 hours per week, typically between the hours of 8:30 am and 5:00 pm, Monday-Friday; occasional evening or weekend hours

**Pay:** \$18.00 per hour

**Benefits:** Prorated benefit package included

### Help us connect with our community!

Connecting Point is seeking a Communications Assistant to work as part of a team to promote Connecting Point and its programs.

#### About Connecting Point

Connecting Point is a public agency dedicated to providing programs and services that support the health and well-being of the people in our community. We do this by helping people connect—to employment, to in-home care, to community services, and to each other.

We take a person-centered approach, meaning that our work is driven by the goals and preferences of the people we serve.

Connecting Point staff members are active listeners, who assist people in meeting their personal goals without making assumptions or passing judgment. They are collaborators, who work closely with program participants, fellow team members, and community partners to streamline services and provide support. And they are valued staff members, who provide energy, ideas, and feedback to help us make our services the best they can be.

Our communications department plays an important role in setting the tone for both our internal and external communications. We work closely with administrative and program staff to make sure that we are communicating the values of the organization in all that we do—whether it's how we ask a question, the way our forms are formatted, the subjects we include in a photograph, the colors we use, or the words we choose. We believe all of these details are important.

#### About the Position

The Communications Assistant will work alongside the Communications Manager to plan and create communications that convey our values, build our audience, and increase awareness of our programs. They will develop outreach materials; write, edit, and publish e-newsletters; write press releases and PSAs; develop and manage social media content; plan and coordinate events and meetings; make public presentations; and conduct outreach at community events.

We are looking for a great writer who always has an ear open for story ideas and can turn those ideas into interesting, accessible content for the public. The Communications Assistant should be creative,



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curious, and eager to gain a deep understanding of our services. They should be able to work as part of a team and willing to take on new assignments as needs arise. And they must have the ability to juggle multiple projects with changing priorities while meeting deadlines.

Proficiency in Microsoft Office Suite applications (Outlook, Word, PowerPoint) is required. Experience with Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Acrobat), Constant Contact, and WordPress is highly desired.

Written and verbal fluency in Spanish and English highly desired.

See the [full job description](#) for more information.

### **To Apply**

Email your resume and cover letter to Heather Heckler at [heatherh@connectingpoint.org](mailto:heatherh@connectingpoint.org).